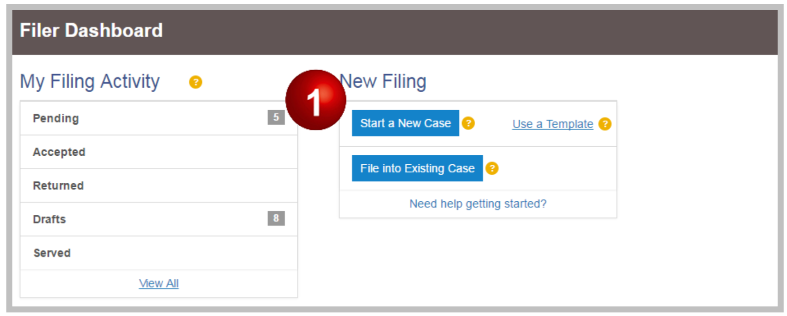
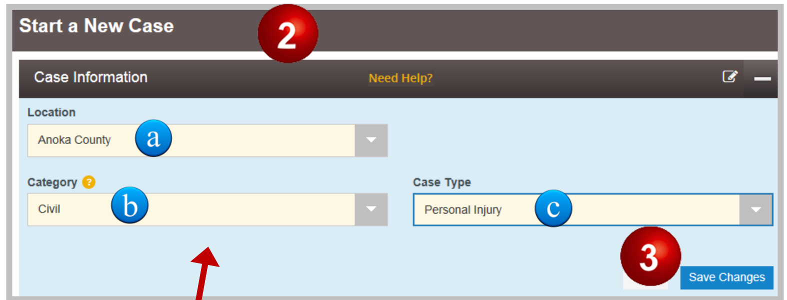
Enter the details for the case

1. From the Filer Dashboard, click **Start a New Case**.
2. Select the appropriate case details from the dropdowns:
   a. Location
   b. Category
   c. Case Type
3. Click **Save Changes** to continue.

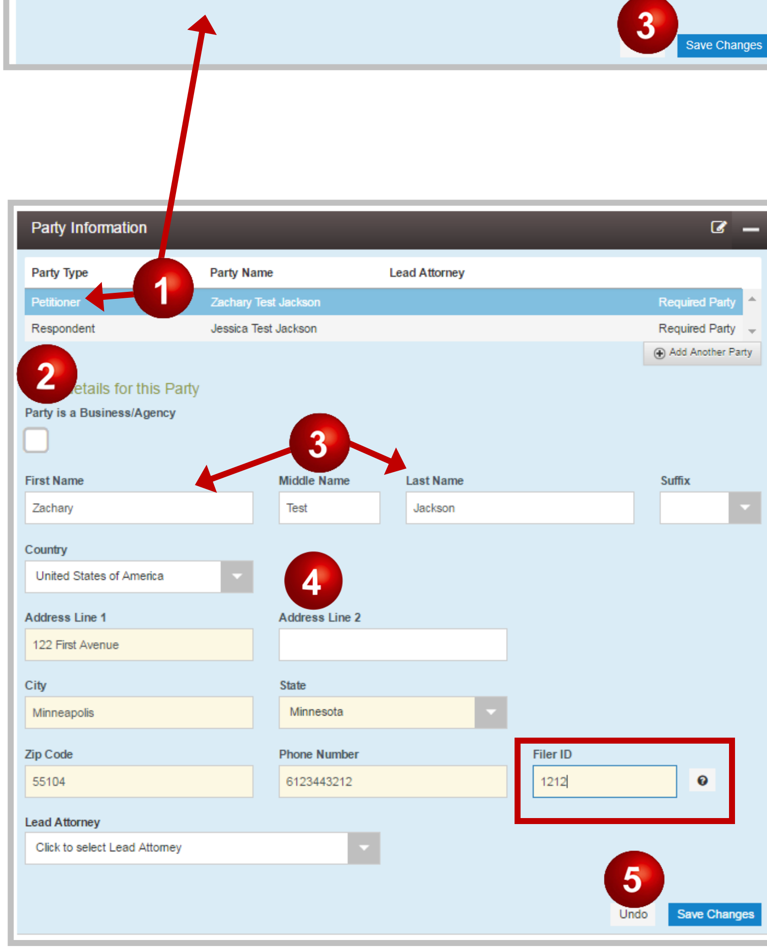




A template can be used to file into a new case. For more information, see the Quick Reference Guides on www.mncourts.gov/efile on the eFile and eServe Training tab.

Enter party information

1. Click the Party Type. If the party type isn't listed, verify the right case type has been selected by reviewing the Case Information.
2. If the party is a business, check Party is a Business/Agency and enter the business name.
3. Enter the party's First Name and Last Name.
4. The address, city, and state are not required fields, but it is strongly recommended to enter this information in eFS.

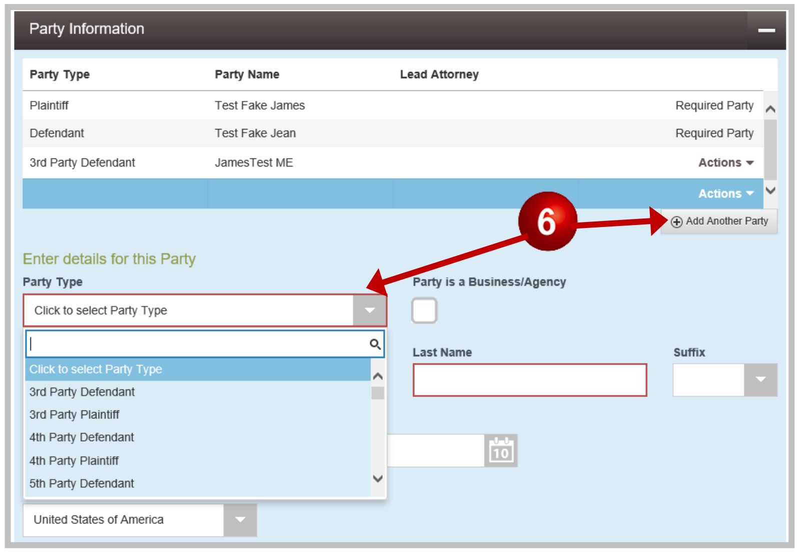


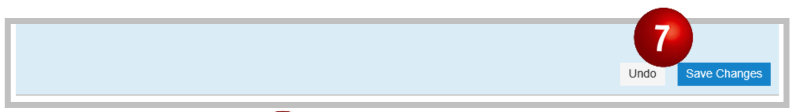
If the Filer ID was received from court administration, the filer can use this to populate the details for the party.

5. Click **Save Changes** to continue.

6. Repeat steps 1 - 4 for all parties on the case. If another party needs to be added, click **Add Another Party**, select the Party Type and enter the party information.

7. Click **Save Changes** after each additional party added.





Enter filings details

1. Enter the required information.

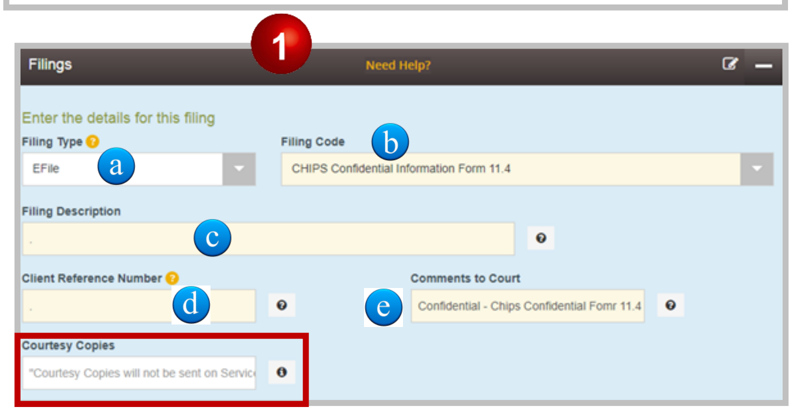
   a. Select **EFile** from the filing type dropdown.

   b. Select a filing code from the searchable drop-down list. Be sure to select the most specific filing code for the filing.

   c. Enter a filing description. This may be the purpose for the filing or supplemental details related to the selected filing code. The descriptions are reviewed by the court clerk and may become part of the official court record. If no comment adds value, enter a period. Do not duplicate the filing code.

   d. Enter a client reference number. This is used to associate a filing with personal records. This could be a number or party name. If no reference number is used, enter a period.

   e. In the Comments to Court field, type in the document's security as Public, Confidential, or Sealed. Include a brief description of why Confidential or Sealed was designated (e.g., Confidential Information Form 11.1, etc.).



Enter email addresses for electronic copies of filings (optional) in the courtesy copy field. This is not the same as service.

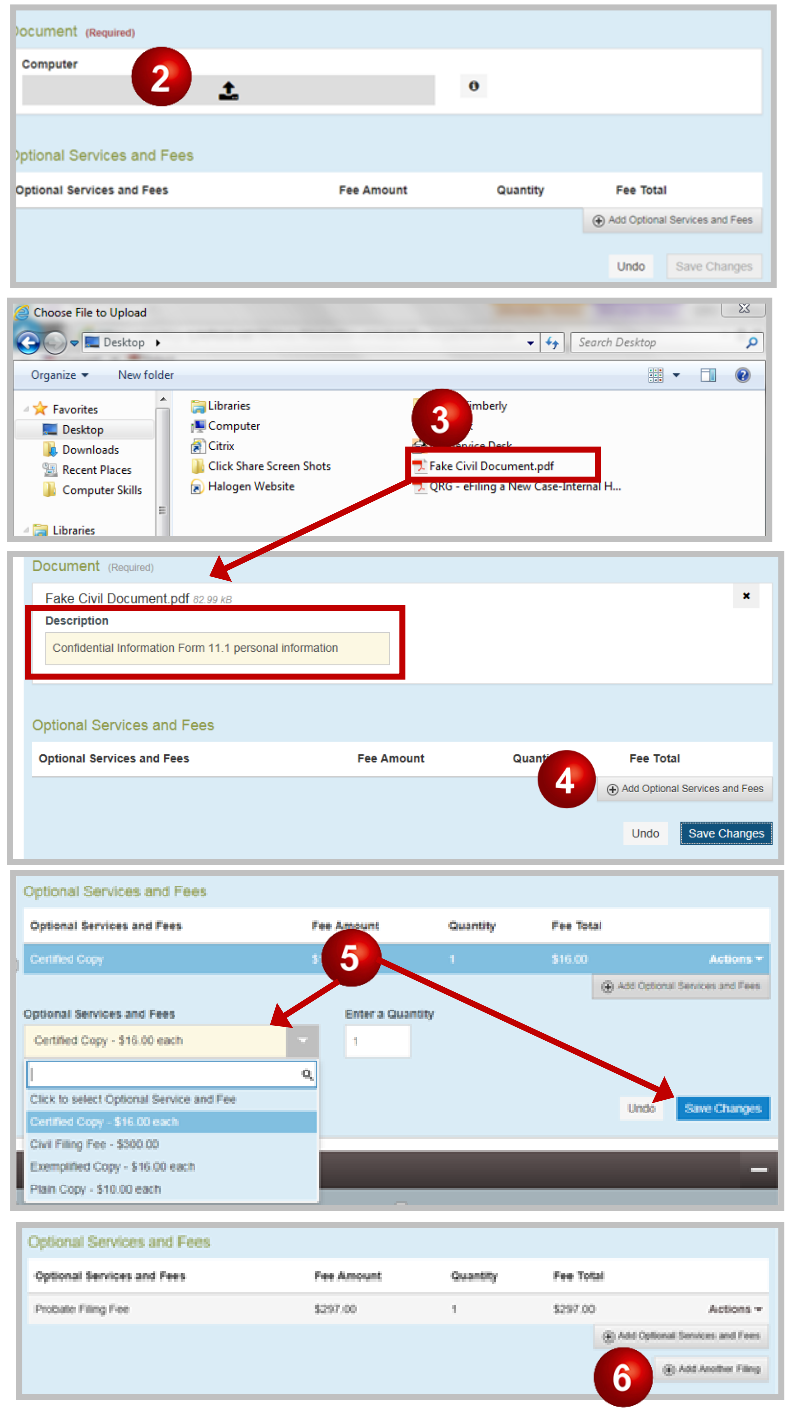
2. Click the upload document icon.
3. Locate the document and double-click to attach it. Once the document is uploaded the description will match the filing code selected.

The document must be in PDF format. For more information, see the Quick Reference Guides on www.mncourts.gov/efile on the eFile and eServe Training tab.

4. As applicable, click **Add Optional Services** and Fees.
5. Select Optional Services and Fees from the dropdown, and click **Save Changes**. Repeat steps 4 and 5 to add additional optional services to this document.

For more information on court fees, go to www.mncourts.gov/Help-Topics/Court-Fees.

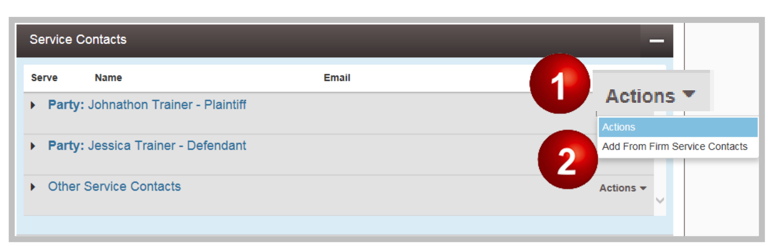
6. To add additional filings, click **Add Another Filing** and repeat Steps 1-5.



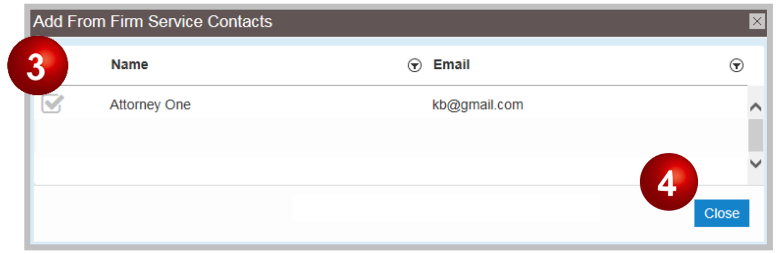
Select service contacts to receive service

1. Click **Actions** across from the party name to add a service contact.
2. Select **Add From Firm Service Contacts** from the dropdown. Select **Service Contact** from the dropdown if not part of a firm.

Do not add service contact information for other parties. Contact the party and ask them to sign up for service.



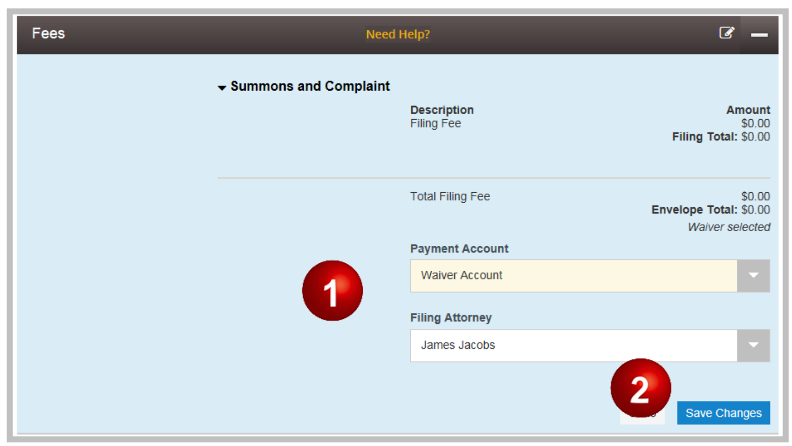
3. Check the box next to each name to add.
4. Click **Close**. The selected service contacts will be added to the case. Repeat the above steps for each represented party.



Only case participants not listed in the case party record (e.g., probation officers) are listed under Other Service Contacts. To add a service contact on the master list go to www.mncourts.gov/efile, and click the eFile and eServe Training tab for more information.

Add the fees (payment type)

1. In the Fees section, select the appropriate Payment Account for fees and Filing Attorney.
   - Self-represented: The filer is responsible for fees.
   - A firm filing on behalf of a party: The party is responsible for fees.



Only select Waiver Account if representing a government agency or when granted court ordered In Forma Pauperis (IFP).

If the IFP application is pending

Do not select optional service fees.

Select a credit card account for the payment method (there will be no charge applied to the account), and complete the filing process.

If (when) the application is approved

Submit a subsequent filing including the appropriate filing fees, and choose Waiver Account.

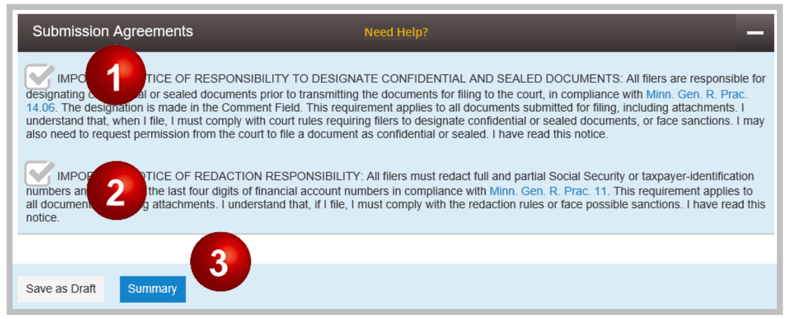
If (when) the application is denied

Submit a subsequent filing including the appropriate filing fees, and select a credit card account for the payment method.

2. Click **Save Changes** to continue.

Complete submission agreements

1. Read the Submission Agreement disclaimer regarding the Notice of Responsibility to Designate Confidential and Sealed Documents, and check the box.
2. Read the Submission Agreement regarding the Notice of Redaction Responsibility, and check the box**.**
3. Click **Summary** to continue or **Save as a Draft** to save as a draft.



Review, edit, and submit the filing

1. Review the filing summary.
2. Click **Back** to edit any section and make corrections before submitting.
3. Click **Submit** on the lower-right side of the screen to continue.
4. The confirmation box will appear. Click the link to view receipt or click x to close.